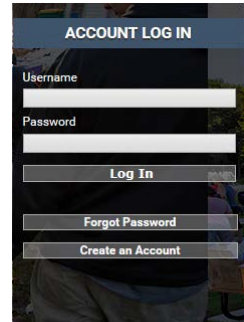


2017 Tree & Shrub Sale How to Purchase Online

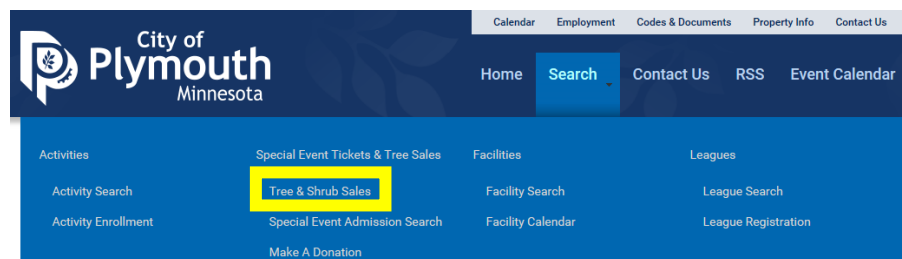
Plymouth Parks & Recreation is pleased to offer the Tree & Shrub Sale online. The new registration system makes purchasing your trees and shrubs very easy. Follow these steps to make your purchase.

How to Purchase Online via WebTrac

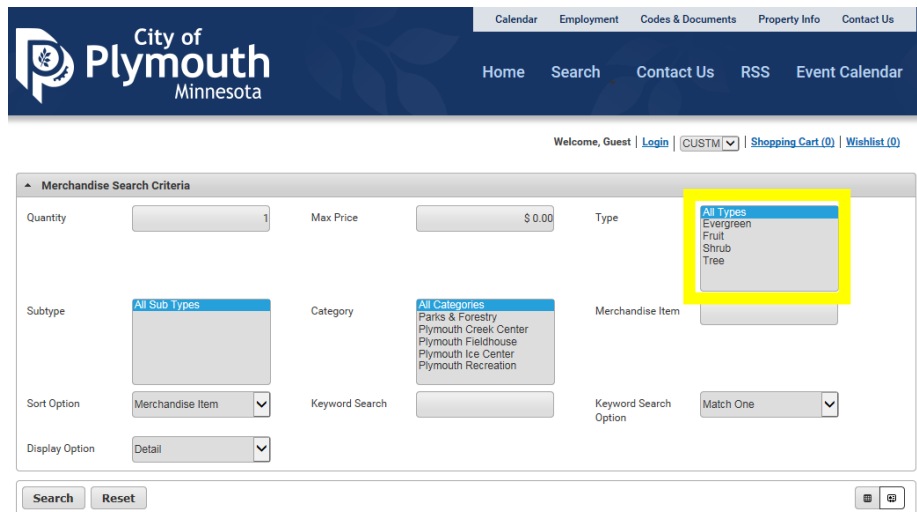
1. Create an account online, if you don't already have one.
 - a. From the Parks & Recreation homepage www.plymouthmn.gov/recreation, click on "Create Account".
 - b. You will be directed to our NEW activity registration page. On the right hand side you will see the "Account Log In" box.
 - c. Click on "Create an Account". You will be prompted to create a Login and Password. Next, complete the "Household Primary Person Information" section.
 - d. From this page you can also add any additional family members to your account. When finished, click on "Save".
 - e. You will receive an email confirmation of your new account within 2 business days from Parks & Recreation.


2. Purchase Trees & Shrubs
 - a. From the Parks & Recreation homepage www.plymouthmn.gov/recreation, click on "Register Online".



- b. From the Online Registration page, click on "Search" next to Home, then the following drop down will pop up. Select the "Tree & Shrub Sales" option that is highlighted below.
 - c. You can then search based on the type you are looking for, then hit search.



- d. Select the items you wish to purchase and put in your shopping cart. You will be prompted to sign in to your account.
 - e. Click "Proceed to Checkout".
 - f. Select Payment Method and verify Billing Information, then click "Continue".
 - g. Enter Credit Card information to finalize payment.